

ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

The proper recording of accidents and near misses are important. Such records help improve safety arrangements and may be needed in the event of insurance claims or legal proceedings. Therefore all accidents and near misses, however minor, occurring in ICAMS must be reported to the relevant line manager and recorded using the University's "Injury or Dangerous Occurrence Report" form, as soon as possible after the event. These can be downloaded from the SEPS site –

http://www.gla.ac.uk/media/media_253682_en.doc

or be obtained from the Local Safety Officer for the area the accident/incident occurred in.

Guidance notes for completion can be downloaded from:

http://www.gla.ac.uk/media/media_259823_en.pdf

Further information on Accident & Incident reporting can be found here:

<http://www.gla.ac.uk/services/seps/accidentemergencies/incidentreporting/#d.en.142366>

If the injured person cannot complete the form, the responsibility for reporting accidents / incidents lies with the most senior person present and uninjured, or if there are no witnesses, with the first person to arrive on scene.

Copies (photo or preferably scans) of the completed form should be made and sent to: The Local Safety Co-ordinator who will pass it on to the H&S Committee Chair. **SEPS (2 copies or 1 scan)** via Jo McNally (secretary at SEPS). The Principal Investigator (or designated nominee) where the incident took place should also be given/sent a copy.

Clinical Facility, Level 2, GCRC and WIG:

As well as the University's "Injury or Dangerous Occurrence Report" form, staff either employed by the NHS, or GU staff based in NHS property are also obliged to inform NHS Health & Safety. Therefore report all incidents / accidents and known or suspected work or environmental-related ill health to Karen Duffy (Assistant Director Clinical and Admin., Glasgow Clinical Research Facility, 2nd Floor, Tennent Building, Western Infirmary, 59535/59515 or karen.duffy@ggc.scot.nhs.uk who will enter them into the NHS Datix system.

The relevant line manager will investigate all accidents and near misses. They may call upon the assistance of the University Safety Office personnel and / or NHS Health & Safety personnel, if appropriate, to establish the root causes and introduce management action to prevent a recurrence. If necessary, discussions will take place at H&S Committee level and a report prepared for the Head of Institute and pertinent authorities as appropriate.

If you have been injured at work, witnessed a dangerous occurrence, or your doctor has certified that you have a work related reportable disease, you must inform Prof Caslake and the Institute Administrator. The appropriate PI, University Safety Office,

NHS Health & Safety Officer and where appropriate other interested parties (e.g. the Safety Section of the MRC) will then be informed.

If the incident is deemed serious, a report will also be sent to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) via the HSE.

Chemical accidents / incidents – refer to SEPS link to chemical safety

<http://www.gla.ac.uk/services/seps/a-z%20index/chemicalsafety/#d.en.182682>

Biosafety

<http://www.gla.ac.uk/services/seps/a-z%20index/biological%20safety/>

Liquid nitrogen guidance notes –

http://www.gla.ac.uk/media/media_173312_en.pdf

Radiation –

<http://www.gla.ac.uk/services/radiationprotection/>